

## REQUEST FOR DATA

The purpose of this form is to request employee information from Human Resources for specific reasons. Please allow at least 24 hours for Human Resources processing

Reason for request: \_\_\_\_\_

Requested by: \_\_\_\_\_

Date needed by: \_\_\_\_\_

Please check all that apply:

TYPE:     In-house mailing                      OR                       Mailing to home address

DATA:

- Faculty
- Staff
- Both Faculty & Staff
  
- Full-time employees
- Part-time employees
- Both Full-time & Part-time
  
- Rindge
- CGPS
- Both Rindge & CGPS
- Single Department/Location (Specify Here: \_\_\_\_\_)
  
- Campus Mail (as used by in-house Processing Center)
- Department Name
- University e-mail address
- Home mailing address
- Additional information (subject to HR approval)

**Please email this completed form to *HRDept@franklinpierce.edu*.**

**HUMAN RESOURCES USE ONLY**

Date received in HR: \_\_\_\_\_

Date processed: \_\_\_\_\_

HR approval: \_\_\_\_\_

Date sent to requester: \_\_\_\_\_